

## DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

## RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

91-308

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DEPARTMENT ADMINISTRATION		DIVISION CAPITOL COMPLEX FACILITIES		SECTION		PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS				
1.	BUDGET WORK PAPERS	2 years + current	NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.				
2.	CAPITAL CONSTRUCTION AND CONTROLLED MAINTENANCE PROJECT FILES (DUPLICATE COPY)	6 years + current					
3.	MANUALS A. Equipment B. Engineering C. Other	Until no longer needed					
4.	CUSTODIAL CONTRACT FILES (DUPLICATE COPY)	1 year + current					
5.	WORK ORDERS	1 year + current					
6.	PURCHASE ORDERS/ REQUISITIONS (DUPLICATE COPY)	1 year + current					
7.	EMPLOYEE TIME SHEETS	5 years + current					
8.	INSURANCE PHAMPLETS	Until no longer needed					
9.	CUSTODIAL INSPECTION REPORTS	1 year + current					
10.	READING FILES	4 years + current					
11.	INCIDENT REPORTS	3 years + current					
12.	PERSONNEL FILES (DUPLICATE COPY)	Transfer to Depart- ment of Administra- tion Personnel Office upon termina- tion/resignation					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR'S SIGNATURE	DATE

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Pg 2 of 2

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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
13.	ACCOUNTING REPORTS (DUPLICATE COPY)	2 years + current		NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.			
14.	CORRESPONDENCE FILE	1 year + current					

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